

Fiscal Year End 2019 Reminders

Fiscal Year End and its associated deadlines is upon us. As some customers have already transitioned to using eRETA to submit Work Requests and RWAs, while others continue to submit paper/PDF RWAs, we wanted to ensure everyone is clear about the RWA Year End deadlines and more importantly what you need to provide to GSA to ensure your FY2019 Year End RWA packages can be successfully considered for acceptance.

eRETA Work Requests in “Pre-planning” status

Please be aware that GSA will take NO ACTION on a Work Request in this state. A Work Request (WR) in this state is one that has been entered, but not yet sent to GSA for Project Manager assignment and further requirements development. If you have entered a Work Request in eRETA that is in the “Pre-planning” state, but you want it considered for FY2019 acceptance, you will need to click the “Submit Request” button at the bottom of the WR as soon as possible to ensure it has a chance for acceptance.

Year End RWA Submission Deadline

Per the “Year End Letter for ALL Customers” that GSA distributed in May 2019 and available at www.gsa.gov/rwa, all FY 2019 “fully executable” RWAs must be provided to GSA by August 30, 2019. “Fully executable” is defined as follows depending if the Work Request (WR) or RWA was submitted via eRETA or if it was submitted via paper/PDF.

eRETA Submission

A WR/RWA will be considered fully executable if it meets the following conditions:

1. GSA has provided and linked an “Approved” Summary Cost Estimate (SCE) or Overtime Utility Estimate (OUE) to the WR/RWA
2. You have entered 100% of your RWA information into eRETA (this includes the Billing Info, Accounting Details, and Customer Approval tabs) and you have clicked the “Send to GSA” button which notifies GSA of your submission (this step is the equivalent of completing and sending page 1 of the RWA Form 2957)
3. GSA has sufficiently developed requirements, scope, schedule, and/or cost estimate that GSA would feel comfortable accepting the RWA today.

If all three conditions above are met by the 8/30 deadline, then the RWA is considered fully executable, even if GSA enters the “GSA only” data entry tabs and/or routes the RWA for digital signature after the deadline.

Paper/PDF 2957 Form Submission

If submitted manually, the RWA will only be considered fully executable if it contains a clearly defined scope of work, appropriate funding based upon a GSA cost estimate or IGE, is for a *bona fide* need and is signed*. RWAs received that do not meet this basic criteria will be returned. If these conditions are met, you should receive a Receipt Letter indicating the signed* RWA was received by the 8/30 deadline.

Recap

For FY2019, GSA will allow customer submission of either manual (PDF/paper) or electronic (via eRETA) RWAs. However, regardless of the submission type used, the Year End deadline remains the same. Please remember the initial submission of an eRETA Work Request (WR) is not the same thing as a fully executable RWA. An initial WR is simply the first notice to GSA of a new project or service need. To be considered fully executable, all three conditions outlined above must also be met. Only fully executable RWAs received prior to the deadline will be considered for acceptance in FY2019. Please remember, RWAs are not automatically accepted even if they are received prior to the deadline. You should not obligate funds until you receive a PBS signed RWA and acceptance letter.

**Digital Signatures: Digital signatures are not captured until after all customer and GSA data is fully populated in RETA. As such, if you elected for digital signatures, signatures may be requested and applied after 8/30. If you elect for manual*

signature, outside of eRETA, then the wet signature must have a signature date no later than 8/30/2019 and the GSA Form 2957 must be sent to GSA or uploaded to the eRETA Documentation Tool by 8/30 as well.

PBS is unable to accept new RWAs from customers in the month of September. The only exception is for amendments for within-scope changes or severable service (e.g., overtime utility) requests.

BONUS KNOWLEDGE: Training, training and more training!

We will continue to offer two eRETA training sessions per month through the end of the calendar year: one overview session and one advanced session. Register by visiting www.gsa.gov/ces or by clicking the links below!

- **eRETA Basics - Overview Sessions**
 - [September 10: 1-3pm \(eastern\)](#)
 - [October 8: 1-3pm \(eastern\)](#)
 - [November 12: 1-3pm \(eastern\)](#)
 - [December 3: 1-3pm \(eastern\)](#)
- **eRETA Advanced - How do I...? Feature Focus Sessions** *(attending an Overview session and gaining access to eRETA are strongly encouraged prior to attending these advanced sessions)*
 - [September 24: 1-2:30pm \(eastern\)](#)
 - [October 24: 1-2:30pm \(eastern\)](#)
 - [November 19: 1-2:30pm \(eastern\)](#)
 - [December 17: 1-2:30pm \(eastern\)](#)

Still thirsty for more information and training on eRETA? Visit www.gsa.gov/ereta and/or email eRETA@gsa.gov to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!